

# Teaching Resources

## COPYING & SCANNING

**If you are a Full-time Instructor you will receive a Username No. by the Administrative Manager in order to access the Scanner/Copier. Part-time Instructors must request copies/scanning from Front Office Staff.**

### Leaving Copies in the basket

- Fill out the ½ sheet of paper with directions about your copies
- Front Desk Assistants will leave the copies in your box for you to pick up later in the day.

### Self Scanning

- Enter Username No.
- Select the **“Scan”** icon
- Select **“Address Book”** & look for your name
- Press **“Ok”** on the top right-hand corner
- Optional: enter a name for the file under **“Subject”**
- Press **“Ok”** on the top right-hand corner
- Scanning options:
  - Single papers can be scanned through the **document feeder**
    - If the paper is double-sided you must do the following
      - Select **“Original”** on the lower left-hand side
      - Select **“2-sided booklet”**
      - Press **“Ok”** on the top right-hand side
    - All books, paper smaller than 8 ½ by 11, & pictures use the **document scanner**
- Press **“Start”** until you finish scanning all your documents
- Once you are finished, select **“Read-End”**

## Self Copying

- Enter Username No.
- Select the “**copy**” icon

Copy options:

- Single papers can be copied through the **document feeder**
  - If the paper is double-sided you must do the following
    - Select “**Original**” on the lower left-hand side
    - Select “**2-sided booklet**”
    - Press “**Ok**” on the top right-hand side
- All books, paper smaller than 8 ½ by 11, & pictures use the **document scanner**
- Press “**Start**” until you finish scanning all your documents
- Once you are finished, select “**Read-End**”

## DEPARTMENT EQUIPMENT

**For all department equipment talk to the front desk & fill out our check out form.**

## HDMI

1. Locate the **HDMI** port on the TV.
2. Acquire a **cable** that fits the ports on both devices.
3. **Connect** the **cable** from one device's **HDMI** port to the other.
4. Use the Source or Input button on the TV to switch to the port.
5. **Configure** video and audio on the device if needed.

## Mac Laptop

1. using a department laptop, make sure to log out of all websites, email logins, etc.

2. Please make sure to return laptop fully charged

## TEXTBOOK ORDERS

The following discovery tools can help get you started in thinking about course goals and textbooks:

- Read the course description in the [U of U catalog](#)
- Check your department or previous [U of U Class Schedules](#) for past syllabi
- Look at [similar courses](#) across the Utah System of Higher Education (USHE) • Talk to other teachers. Find out what book they use, why, and what price they negotiated Come by the Faculty Center for Textbook Advisor
  - Popular textbooks at the [U of U](#) and across [disciplines](#) will be on display for browsing and checkout

While looking at how other people have described or taught the class, jot down a couple of keywords and use them to consult library and information resources to find content to fit your course:

- Textbook information from the [Campus Store Faculty Center](#)
- List of what the [U of U Libraries](#) provide access to
- Content available in the [world's libraries](#)
- Ask your [U of U library faculty and staff](#) and [Campus Store buyers](#) to provide information on new textbooks or other published works being produced
- [Request](#) that the library purchase content

Once you've got a title in mind, use [Book Review Index Plus](#) to find a review and use [Vital Source](#) to order a review copy.

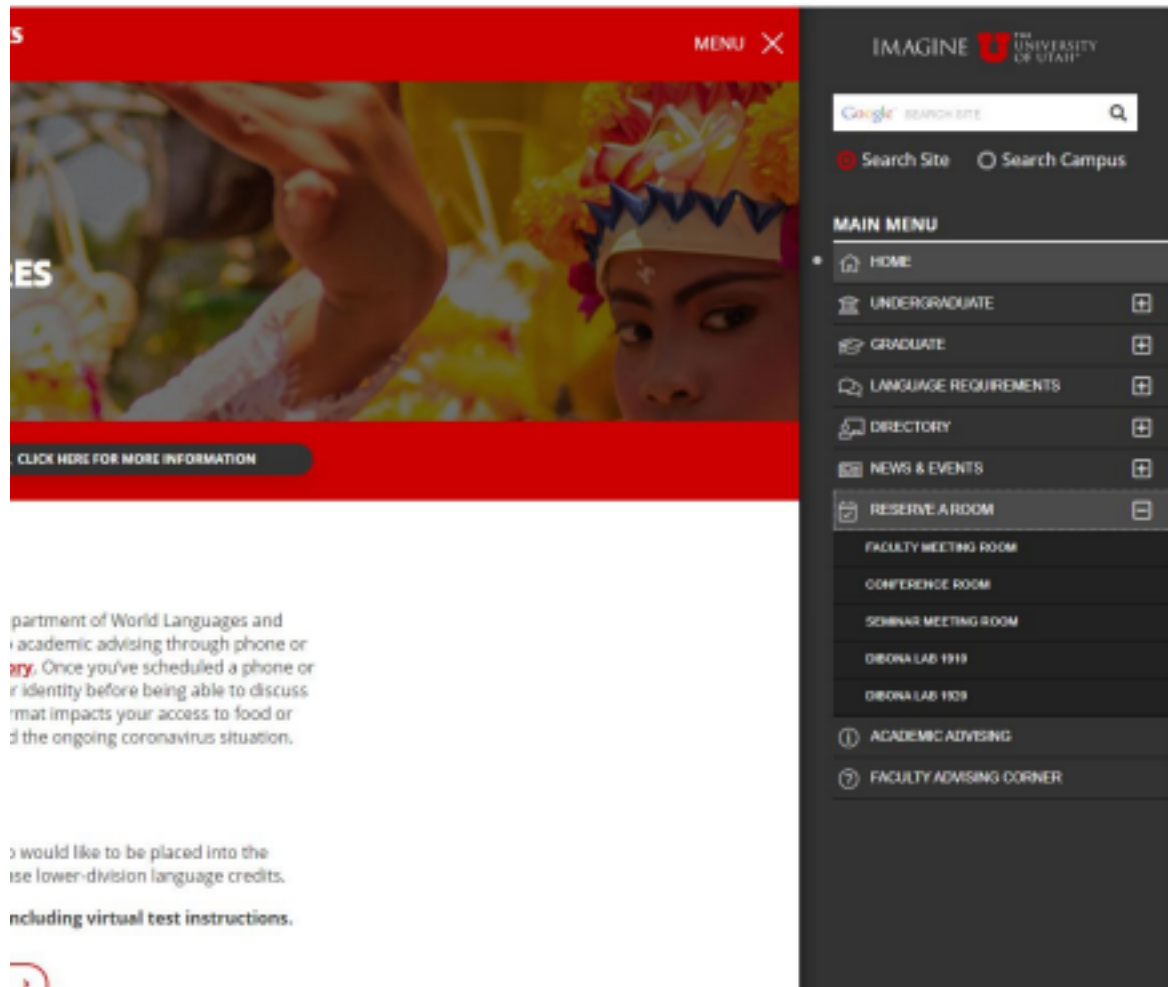
## LANGUAGE LAB/CONFERENCE ROOM/LIBRARY RESERVATIONS

The Department currently oversees two language labs, a faculty meeting room, seminar room, and a conference room, which you may have access to reserve. The DiBona Language labs are two computer labs that are equipped with computers, headsets, and audiovisual equipment and located adjacent to the Department's front office. The labs seat approximately 30 students each.

The Faculty Meeting room (LNCO 1945) is a large meeting room used primarily for the purpose department-wide meetings. The room is available for events that do not conflict with departmental business. The Seminar Room (LNCO 1950) is a small classroom/computer lab.

The room has 8 computers and a small classroom table that seats six. The small conference room (LNCO 1426) sits behind the front desk area and is available for one-on-one consultations with students.

To reserve the rooms, go to the WLC homepage and click on “Menu” then “Reserve a Room.”



Select on desired room. Review the calendar to ensure that the date is available. Read the guidelines as you are responsible for cleaning the room after its use.

## MARRIOTT LIBRARY COMPUTER LABS AND AUDITORIUM

The Marriott Library also has computer labs that may be reserved, if the DiBona labs are not available. To reserve online, go to <https://lib.utah.edu/spaces/classrooms/about.php>, select “Calendar” for the room you are interested in, and complete the requested information.

## **COURSE DEVELOPMENT/IMPROVEMENT**

The Center for Teaching & Learning Excellence offers a myriad of services for instructors with an emphasis on best pedagogical practices and strategies for teaching in higher education.

All CTLE services are confidential.

## **CONSULTATIONS**

### **Consultations**

Meet with a CTLE consultant to discuss how to incorporate best pedagogical practices and strategies into your teaching.

### **Curriculum Review and Mapping**

CTLE consultants will work with curriculum committees to review and map your curriculum.

### **Departmental Workshop**

A CTLE consultant will facilitate a workshop on a teaching topic of your choice for your department faculty/instructors.

### **Syllabus/Course Review**

Meet with a CTLE consultant to review and provide you with feedback on your teaching materials (course syllabus, teaching philosophy, CV).

## **OBSERVATIONS**

### **In-Class Observation**

Request a CTLE consultant to observe your teaching during one of your class sessions. You can also request to have your observation video recorded. After the observation, the consultant will meet with you to discuss feedback and suggestions for improvement. Written and electronic feedback will be provided for your teaching portfolio, which you may also include in your RPT.

## **Canvas Course Review**

CTLE provides feedback for your Canvas course, including observing your course design and learner interaction. After the observation, you'll meet with the CTLE consultant to discuss feedback and review online teaching resources and best practices for online pedagogy.

# **STUDENT FEEDBACK**

*Gathering Student Feedback is valuable for identifying areas for instructional improvement. Many instructors have found that simple changes can help motivate students and enhance student learning. Students appreciate the fact that the instructor values their opinions.*

## **In-Class Student Feedback**

A CTLE consultant facilitates a focus group about what is going well in your course and what could be improved. Afterward, you'll meet with the consultant to discuss student feedback and resources for the refinement of your teaching practices.

## **Online Student Feedback**

A qualitative survey will be administered to your students online. After the one-week feedback period closes, you will receive the compiled student feedback via email.

## **Program Evaluation/Student Focus Group**

A CTLE consultant conducts a focus group to gather student feedback regarding your program. After the focus group, the transcribed responses will be emailed to you.

If you have any questions, please contact CTLE at 801-581-7597 or [info@ctle.utah.edu](mailto:info@ctle.utah.edu).

## TECHNOLOGY RESOURCES

Teaching & Learning Technologies offers a number of services related to the availability and use of portable audiovisual technologies and equipment, including HDMI, USB, and A/V Cables. Portable A/V Equipment is available for classrooms and events. You may reserve and checkout portable A/V equipment. The TLT Service Desk is located at the Marriott Library Faculty Center, Suite 1705.

Any technology or related equipment that has a cost associated with them needs to be cleared with the Department's administrative manager. A list of all technology can be found online at <https://digitallearning.utah.edu/>. The center can be contact at 801-581-6112 Opt. 1 or via email at [classhelp@utah.edu](mailto:classhelp@utah.edu).

## COURSE SCHEDULING

In general, all course dates, times, and locations are locked in six months prior to the start of the semester. Only under extenuating circumstances will permanent changes to your course be considered, such as an injury or lack of space. Requests for changes must be submitted to the Department's Assistant Chair, Christine Everaert along with the following information: Reason for the request, current classroom conditions, and requested accommodation need.

If you are scheduled for a course in a future semester, please contact the Assistant Chair with the information listed previously. Please be aware that some departments control usage of certain classrooms that the University's scheduling office has no oversight, and that it is at their discretion about how that classroom is booked.

For temporary requests, such as the need for a computer lab or auditorium, please contact a member of the administrative team for assistance.

## STUDENT/INSTRUCTOR CONFLICTS

By signing a contract with the department, you agree to abide by the policies, procedures, and code of conduct at the University (<https://regulations.utah.edu/academics/6-316.php>). Likewise, students must adhere to a Student Code of Conduct (<https://regulations.utah.edu/academics/6-400.php>).

If you or members of your class feel a threat to you or your students' safety please call Campus Public Safety (911 or non-life-threatening (801) 585-2677). Please also notify the Department Chair regarding the incident.

For classroom disagreements with a student that you are unable to resolve please notify the Director of Undergraduate Studies and Department Chair. Document the facts behind the conflict, the action/behavior involved, what your response was, and note the time and any helpful information.

If the student is unsatisfied with your attempts to remedy the classroom situation they should be directed to contact the Department Chair for further remedial action.

Sexual harassment is not tolerated at the University of Utah. With regards to students in your course, policy [Policy 1-020](#) states, "No University Representative including any faculty member, course instructor, athletics coach, advisor, mentor, or preceptor, may engage in a sexual or romantic relationship with a current student."

If you are uncertain about whether you are experiencing sexual OR any other type of harassment, are hesitant to tell the person you are uncomfortable with his/her behavior, or if efforts to stop a problem have not worked, contact the Office of Equal Opportunity (801-581-8365) or the Office of the Dean of Students (801-581-7066). These are the University offices that may conduct an impartial investigation to determine what occurred and then take appropriate steps to resolve the situation.

## **Dean of Students - Behavioral Intervention Team (BIT)**

<https://deanofstudents.utah.edu/bit-team/>

With students facing high levels of stress in their lives, faculty and staff may encounter students whose behaviors are concerning, disruptive, or threatening towards themselves or others. In an effort to respond to the safety needs of the campus, the University Of Utah has established the Behavioral Intervention Team (BIT).

### **What does BIT Do?**

BIT's primary function is to help keep the university community safe and connect distressed students to support services. BIT seeks to act preventatively versus reactionary to students in distress. In doing this, BIT:

- Gathers and manages reported information from concerned faculty and staff
- Assesses the level of threat a student's behavior poses



- Intervenes with students and connects them to support services
- Provides faculty and staff with support and intervention resources
- Makes referrals to the Dean of Students or Student Conduct Officer
- Disseminates relevant information to Campus Police

### **Who Is On The Team?**

BIT is housed in the Office of the Dean of Students and consists of a team of professionals from several university units. BIT Leadership consists of an Assistant Dean of Students, Jolene Des Roches and a Case Manager, Allison Frost.

Other members of the Behavioral Intervention Team Include: University Police Department, Housing & Residential Education, University Counseling Center, Center for Disability & Access, International Student & Scholar Services, Office of General Counsel, Center for Student Wellness, Faculty Partners, Office of Equal Opportunity.

**What should I include in my report? Provide as much information as possible about the individual. Along with a description of the incident or behavior, include as much of the following as you can.**

- Student, faculty or staff member's name and ID number (if known)
- Direct quotes whenever possible.
- Where and when the incident or behavior occurred.
- Names and contact information of witnesses.
- Your name, position and complete contact information.
- Include all emails or other information you have.
- Always save voice recordings, text messages and emails on the device that received them.

## **COURSE ADVERTISEMENT**

If you would like to advertise your course to students you can choose to do so via print advertisement, social media, or targeted emails.

For print advertisement, make sure to contact the Administrative Manager prior to ordering/printing any fliers. The administrative manager will need to verify the budget for printing resources prior to your ordering. Any flier or poster must have University approval with an accompanying stamp in order to be posted on campus bulletin boards. After having your fliers printed, leave with the Executive Secretary at the front desk for them to be approved and put up around campus.

If you would like to have a poster made for your course by the College of Humanities Graphic Designer, you will need to submit a "Graphic Design Request" form, which you can find at the bottom of [www.humanities.utah.edu](http://www.humanities.utah.edu). The turnaround time for a flier should be approximately 2

weeks, so make sure to plan accordingly.

Once you have some kind of flier for your course, please send it to the Executive Secretary for the information to be posted on the department's social media.

If you would like to have your course information or a course flier sent out to students who are in the major/minor your class is in, please send it to [wlc-advising@utah.edu](mailto:wlc-advising@utah.edu). Depending on the course, the advisors can send your course information to specific language sections or everyone who is a WLC major.

## COURSE ISSUES AND CONSULTATION Please talk

with the Director of Undergraduate Studies regarding issues with the following: •

Curriculum bureaucracy

- Student complaints
- Faculty complaints
- Scholarships
- Syllabus & policies
- FERPA
- Mandatory reporting - responsible employee - sexual misconduct - report to title IX coordinator
- New diversity/equity - must use preferred names/pronouns
- Must have ADA & Title IX
- Accommodations - ADA, sports, debate, religious, etc.
- Content warnings -images of nudity, sexuality, etc.
- Mental health concerns
- Cheating, plagiarism, grade complaints

## UNIVERSITY CONTACT INFO

- WLC Department Staff Contacts:
  - Christopher T. Lewis, Department Chair
    - [christopher.t.lewis@utah.edu](mailto:christopher.t.lewis@utah.edu)
    - 801-581-7561
  - Jacqueline Landry, Administrative Manager
    - [jacqueline.landry@utah.edu](mailto:jacqueline.landry@utah.edu)
    - 801-581-7563
  - Emily Siwachok, Undergraduate Academic Advisor
    - [emily.siwachok@utah.edu](mailto:emily.siwachok@utah.edu)
    - 801-585-9437

- Olivia Davis, Academic Program Manager
  - [olivia.davis@utah.edu](mailto:olivia.davis@utah.edu)
  - 801-581-7748
- Lindsay Simas, Administrative Coordinator
  - [Lindsay.Simas@utah.edu](mailto:Lindsay.Simas@utah.edu)
  - 801-581-5401
- Ashton Lazarus, Associate Chair
  - [ashton.lazarus@utah.edu](mailto:ashton.lazarus@utah.edu)
- Debernieri “Bunny” Torrey, Director of Undergraduate Studies
  - [d.torrey@utah.edu](mailto:d.torrey@utah.edu)
- Natalya Kuznetsova, Director of Graduate Studies
  - [natalya.kuznetsova@utah.edu](mailto:natalya.kuznetsova@utah.edu)
- WLC Faculty Directory:
  - <https://languages.utah.edu/directory/faculty-directory/index.php>
- Associate Instructors:
  - <https://languages.utah.edu/directory/part-time-faculty.php>
- College of Humanities
  - Humanities IT
    - Create a helpdesk ticket by emailing [humanitieshelpdesk@utah.edu](mailto:humanitieshelpdesk@utah.edu) or filling out an IT Help Desk form at the bottom of [www.humanities.utah.edu](http://www.humanities.utah.edu)
  - Registrar’s Office
    - Phone: 801-581-5808
    - Email [registrar@utah.edu](mailto:registrar@utah.edu)
  - J. Willard Marriott Library
    - Phone: 801-581-8558
  - Teaching & Learning Technologies (TLT)
    - Email for Canvas technical difficulties
      - [classhelp@utah.edu](mailto:classhelp@utah.edu)
      - Phone number: 801-581-6112
  - Campus IT
    - For urgent issues, call: 801-581-4000
      - Monday–Friday, 7:00 a.m. – 10:00 p.m.
      - Saturday–Sunday, 8:00 a.m. – 6:00 p.m.
    - For less urgent issues, email [helpdesk@utah.edu](mailto:helpdesk@utah.edu)
      - Monday–Friday, 7:00 a.m. – 10:00 p.m.
      - Saturday–Sunday, 8:00 a.m. – 6:00 p.m.
- Safety phone numbers
  - Campus Security:
  - 801-585-COPS
- Counseling Center: 801-581-6826
- BIT Behavioral Intervention Team - Union 270 - not immediately threatening,

talk/express concern for students' well-being, refer to Counseling Center •  
Dean of Students office: 581-7066